St. Oswald's Church of England Primary School
Acceptable Use Policy

RESPECT. RESILIENCE. KINDNESS

Vision

Through valuing all individuals as children of God we believe in promoting an inclusive school community, rooted in mutual respect, understanding and kindness towards others. As God taught us:

'Teach children how they should live, and they will remember it all their life.' (Proverbs 22:6)

Ours school's vision is to nurture a resilient community where the love of learning thrives. We foster an environment where every member feels supported in order to flourish, be empowered to overcome challenges, embrace growth and contribute positively to God's world.

' Life in all its fullness' (John 10:10)

Monitoring and Evaluation

The Head Teacher shall have oversight of this policy and ensure all staff follow procedures and that these are carried out.

The effectiveness of this policy shall be monitored during Governor's meetings. This policy will be updated annually and any changes occurring during the year should be updated as soon as possible.

Date approved	Next Review Date	Signed by
September 2024	September 2025	Susan Varga

Policy Document for Acceptable Use

Contents:

St Oswald's is proud to be part of the UN Convention of the Rights of the Child, where every child is valued, cared for and developed to their full potential.

This policy links to UNICEF Rights and Responsibility: Article 17

Access to information from the media

"Every child has the right has the right to reliable information from a variety of sources … Governments must help protect children from materials that could harm them…"

Purpose

The purpose of this policy is to set guidelines for staff, pupils and parents on how devices, networks, websites and systems must be used. As a Christian school everything we do is based on our Christian Values and caring for others. This is underpinned by our school vision, we want all pupils, regardless of ability to develop a love of learning and respect for others which will continue with them as they move forward into the next stage of their education and as lifelong learners. This policy reflects this vision, including the whole school community and ensuring respect for others.

What is an acceptable use policy?

An Acceptable Use Policy is a set of rules that restrict the ways in which the network, website, system or devices may be used. It also sets guidelines as to how it should and must be used.

British Values

Through its ethos, curriculum, extra-curricular activities, teaching and learning St. Oswald's Church of England Primary School will promote British values. By doing so, we will ensure that all learners understand the values that have traditionally underpinned British society. The implicit and explicit teaching of these values will promote cohesiveness within our school and community.

CPOMS

St Oswald's CE Primary uses CPOMS which is an electronic reporting system for all Safeguarding, SEN and other Pastoral concerns. The Senior Management Team regularly review the information gathered to ensure appropriate actions and best outcomes are achieved for pupils.

Audience

This document is intended for all staff. Also, for school governors, LA inspectors/ consultants, parents and inspection teams. Copies are available on the staff shared drive and on the school website.

Laptops and iPads for Staff – Appropriate Use

All teaching staff employed by St. Oswald's Primary School, are provided with a laptop and an iPad mini for school and professional use. Key workers in EYFS are given an iPad to allow observations of children's learning to be collected and used. Teaching Assistants may be expected to use this equipment in the course of a school day.

By using the equipment, you agree to the following terms and conditions.

General Responsibilities

- Keep the equipment clean and in good working order.
- If taken home, ensure the equipment is in school for use every day. Ensure equipment is stored securely when not in use.
- Report any technical problems to the Computing subject leader or Technician. Do not install additional software without the agreement of the Technician.

Laptops

- Ensure that there is sufficient anti-virus protection when using an Internet connection.
- Ensure that you check with the Computing subject leader before installing new software for personal use – this should be removed when the equipment is returned.
- Ensure that any sites that are not child friendly are deleted from the cookies, history and search engine before the equipment is returned to/used in school (including the emptying of the recycle bin).
- Ensure that no images or inappropriate material is accessed or stored on school equipment.
- Ensure that any personal documents or files are stored away from the desktop when the equipment is to be used in school.
- Ensure that any personal documents or files are removed or fully deleted prior to the equipment being returned to school.

iPads
- Ensure that you check with the Computing subject leader before installing new apps.
- Apps for personal use must not be installed.
- Ensure that any sites that are not child friendly are deleted from the history and search engine before the equipment is returned to/used in school.
- Ensure that any personal documents or files are stored away from the desktop when the equipment is to be used in school.
- Ensure that any personal documents or files are removed or fully deleted prior to the equipment being returned to school.

Social Networking and the Internet
- Consider the appropriateness of content posted on social networking sites and who is able to access it.
- Report any cases of cyber-bullying to the Computing subject leader or Safeguarding Officer.
- Report any cases of inappropriate content relating to the school or a member of staff to the Computing subject leader or Safeguarding Officer.
- Do not use school equipment for illegal activity including but not limited to downloading multi-media content from a file-share site.
- Do not have conversations on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school.
- Avoid contact with parents through social media, other than through the official school accounts.
- Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- Do not give personal contact details to pupils, or communicate outside of school using social networks, email, twitter etc., or meet a young person out of school unless part of a planned activity with the knowledge of your line manager.

Security
- The school can ask for the return of any piece of school electronic equipment at any time, at the discretion of the Headteacher, for a random check of contents or for routine maintenance.
- Equipment in cars must be stored out of sight, and should never be left in a vehicle for prolonged periods or overnight.
- Ensure that the equipment is not used by unauthorised persons, including family or friends.
- Take all reasonable steps to ensure the equipment is not damaged through misuse.
- When travelling, never leave equipment unattended.
- Passwords should be kept safe, and not stored with the equipment. Report any security breaches to the Headteacher immediately (either lost or stolen).
- Back up your files regularly and store them securely.
- Never use your own equipment to photograph children (always use the school's equipment) and ensure any photographs are stored on the school network.

Insurance
- All portable equipment is insured whilst in school or at home via the school's insurance where forced entry can be proven, or in an unattended motor vehicle as long as it was within the boot.
- If any equipment is lost or stolen, a report must be made to the Police.
- The Police should be given the school telephone number so that the equipment's serial number can be provided, and the school must be given a crime number for insurance purposes.
- At all times the Equipment remains the property of St Oswald's Primary School. The property will be recorded by the Bursar.
- It is to be returned in good working order before leaving the employment of the school.
- If a member of staff is found to have breached these terms and conditions, they will be required to meet with the Headteacher and/or Computing subject leader and Safeguarding Officer, where appropriate action will be decided upon.
- Any illegal activity will be reported to the police immediately after it is discovered.

Portable Media
- The use of USB memory sticks is not allowed for staff and it is not encouraged as we have remote access. USB memory sticks can pose a risk of virus infection to our school network.
- Any documents that teachers need at home or from home can also be emailed as a way of transporting them. It can also be accessed via remote access which has been set up on all teaching laptops.
- Personal pupil data is to remain stored on our secure server and not saved onto Memory sticks.

Mobile Phones
- St. Oswald's CE Primary School recognises that some pupils own a mobile phone. We also recognise that some parents request that their children bring a mobile phone to school for before and after school safety/security reasons.
- Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by pupils.
- The school is prepared to allow mobile phones on the premises but only within the parameters stated below:

Home learning
- During times that children are required to learn at home, work will be set via Google Classrooms. (E.g during the closure of class 'bubbles' or the even of a whole school lockdown during Covid-19 pandemic.)
- Google classrooms in a secure cloud-based app and all staff and children will have their own log ins.
- See Remote learning policy for further details.

Staff
- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. They will also be hidden away out of sight.
- Mobile phone use is not permitted during teaching time, while on playground duty or during meetings. (With exception of SMT.)
- If using a phone in your own time, please do so out of view of the children.

Pupils
- In general pupils should not bring valuable items to school, as they can be easily lost or stolen, which can be distressing.
- Pupils remain responsible for all of their personal effects whilst at school.
- When pupils enter the school grounds, the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.
- If they bring a mobile phone they must hand it in to the office at the beginning of the day and ensure that the device is turned off. The device will be returned to the pupil at the end of the school day.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure children are reached quickly and assisted in any appropriate way.
- Students are advised that if they bring a mobile phone onto the school grounds during the school day that the phone will be secured in the office and students can retrieve their phone at the conclusion of the day.

Sanctions
Pupils who fail to follow these guidelines, may face:
- Confiscation of the mobile phone (handed back to a parent at the end of the day), thus resulting in the pupil being handed a red card.
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or well-being of any person.
- Is in breach of any law.
- Is used to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices, which are not permitted in school unless agreed by the Headteacher.

Exemptions

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.

Role of Acceptable Use/Computing leader.

The role of the Computing subject leader is to:

- Be responsible for developing annual action plan, monitoring and evaluating the success of the plan and reporting this to the SMT and Governors.
- Provide computing resources and manage computing budget.
- Be responsible for the development of Computing, E-safety and Acceptable use of equipment throughout the school.
- Monitor the effectiveness of computing, E-safety and acceptable use in school and address any issues or concerns effectively.
- Support teachers in the delivery of the computing curriculum.
- Be responsible for providing appropriate resources and training.
- Disseminate new strategies and information.
- Ensure E-Safety procedures are in place.
- Ensure there are clear and understandable policies in place for Acceptable Use, computing and E-Safety.

Leader Miss E. Murtagh